

Notice of Appeal

- STEP 1.** Click on **Bankruptcy** or **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Appeals**.
- STEP 3.** The **Case Number** screen displays.
- ☐ Insert the case number using the YY-NNNNN or YY-NNNN format.
 - ☐ Click **Next**.
- STEP 4.** Confirm the debtor(s) name and case number are correct.
- ☐ Select **Notice of Appeal** from the event list.
 - ☐ Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- ☐ Select the party filer.
 - ☐ Click **Next**.
- STEP 6.** If a Case Confirmation screen displays, confirm the debtor(s) name and case number are correct.
- ☐ Click **Next**.
- STEP 7.** **Fee Certification question(s)** display.
- ☐ Respond to the question(s) as appropriate. (Defaults to No.)
 - ☐ Click **Next**.
- STEP 8.** If a fee box displays.
- ☐ If the fee was deferred or is exempt, 0.00 should display in the fee box. If the fee was NOT deferred or exempt, the appropriate fee amount should display in the fee box.
 - ☐ Click **Next**.

STEP 9. The attach the PDF document screen displays.

☐ Click **Browse** to select the appropriate PDF to attach.

☐ Click **Next**.

STEP 10. Select the appropriate event(s) to which your event relates screen displays.

☐ Click in the box next to the order/judgment appealing.

☐ At the **Copy to:** box, enter the names of the individuals the Notice of Appeal was mailed to.

☐ At the **Enter Date Mailed:** box, enter the date the Notice of Appeal was mailed.

☐ Click **Next**.

STEP 11. Confirm the debtor(s) name and case number are correct.

☐ Click **Next**.

STEP 12. The **Docket Text: Final Text** screen displays.

☐ Confirm the docket text is correct.

☐ Click **Next**.